

Provider Access Policy Statement

Southend High School for Girls Academy Trust



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Governor Policy 39S	Author:	Authorised by: Board of Governors
Provider Access Policy Statement Policy	Date first issued March 2022	Page 2 of 11

Reviewing authority: Student & Curriculum Committee

Date for review	Reviewed Annually by	Reviewed by Board	A	B	C	Date of new edition
March 2022	Student & Curriculum	29/03/2022			*	29/03/2022
January 2023	Board of Governors	31/01/2023		*		

A = accepted with no amendments

B = accepted with amendments

C = new edition created

Southend High School for Girls: Provider Access Policy Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Pupil entitlement

All pupils in years 8 to 13 are entitled to:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses;

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11). For pupils in the 'third key phase' (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.

Meaningful provide encounters

One encounter is defined as one meeting/session between pupils and one provider. Students will have the opportunity to ask questions as part of the encounter. Meaningful online engagement is also an option.

Management of provider access requests

Procedure

A provider wishing to request access should contact Vicky Casson, Careers Coordinator, vcasson@shsg.org for Key Stage Three and Key Stage Four, and Helen Riebold, Direct of Sixth Form, hriebold@shsg.org, for Key Stage Five.

Opportunities for access

A number of events, integrated into the careers programme, offer providers an opportunity to visit school and speak with students and/or their parents / carers. Please contact our Careers Coordinator to identify the most suitable opportunity. See Appendix 1 for a summary of our careers curriculum.

Premises and facilities

The school will make the main hall or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Coordinator or a member of their team.

Management

The Careers Coordinator coordinates all provider requests and is responsible to her senior management line manager.

Complaints Procedure

Any complaints about this policy should be raised to Isobel Boyson, email: iboyson@shsg.org, who will raise the complaint to Jason Carey, Headteacher.

Approval and review

Approved by Governors at Student & Curriculum

Chair of Governors Alan Bacon

Headteacher Jason Carey

Next review: January 2024

Appendix 1: SHSG Careers Curriculum Overview

Please note, legislation requires encounters to be completed by 28th February for Year 9, Year 11 and Year 13 students.

Year 7		
Activity	Outcome	Delivery Date
UNIFROG & Careers Registration programme	Unifrog is a platform that all our students use to log all their career activities. In Year 7 we introduce students to Unifrog, explore the key functionality which helps students to support, develop and secure their future subject decisions and career aspirations.	All year
National Careers Week Activities	Students to take part in a week's celebration of linking education with the world of employment. This includes in-lesson activities and events across the school	Term 2
Careers Talks	Each half term, students will have an online talk in registration with a representative from a range of industries. These are often led by our Old Girls network, and showcase women in leadership roles in a range of industries.	All year
Subject-Led Careers Talks	Each half term, a different subject organises a lunch-time careers talk to explore careers related to their subject. This is open to all students.	Half-termly
Personal Development Tracker	All students complete an online form to track their involvement in Personal Development opportunities, and then update their Unifrog profiles which are monitored by their form tutor, Head of Year and the careers team.	Termly

Year 8		
Activity	Outcome	Delivery Date
UNIFROG & Careers Registration programme	In Year 8 we introduce students to the concept of a career and illustrate how different careers demand different skills, hours of work, rewards and demands.	All year
National Careers Week Activities	Students to take part in a week's celebration of linking education with the world of employment. This includes in-lesson activities and events across the school	Term 2
Careers Talks	Each half term, students will have an online talk in registration with a representative from a range of industries. These are often led by our Old Girls network, and showcase women in leadership roles in a range of industries.	Half-termly
Subject-Led Careers Talks	Each half term, a different subject organises a lunch-time careers talk to explore careers related to their subject.	Half-termly

Personal Development Tracker	All students complete an online form to track their involvement in Personal Development opportunities, and then update their Unifrog profiles which are monitored by their form tutor, Head of Year and the careers team.	Termly
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Year 9		
Activity	Outcome	Delivery Date
UNIFROG & Careers Registration programme	In Year 9 students identify their interests and look at GCSE options.	All year
BBC Share your Career Story	Selected local industry professionals are guided by a BBC host through a discussion focussed whole range of different careers, such as Marketing, News/Sport reporting, Law, Entrepreneurship, Design.	Term 1
Careers Insight Morning	Starting in 2023, Students will attend a carousel of six different encounters with employers (including apprenticeship providers) to learn about different sectors	Term 1
Choosing Options	Options Evening and Subjects Fair help students to make informed choices about their GCSE options	Term 2
National Careers Week Activities	Students to take part in a week's celebration of linking education with the world of employment. This includes in-lesson activities and events across the school.	Term 2
Careers Talks	Each half term, students will have an online talk in registration with a representative from a range of industries. These are often led by our Old Girls network, and showcase women in leadership roles in a range of industries.	Half-termly
Subject-Led Careers Talks	Each half term, a different subject organises a lunch-time careers talk to explore careers related to their subject. This is open to all students.	Half-termly
Personal Development Tracker	All students complete an online form to track their involvement in Personal Development opportunities, and then update their Unifrog profiles which are monitored by their form tutor, Head of Year and the careers team.	Termly

Year 10		
Activity	Outcome	Delivery Date
UNIFROG & Careers Registration programme	In Year 10 students learn how to write a CV and develop strong interview skills.	All year

National Careers Week Activities	Students to take part in a week's celebration of linking education with the world of employment. This includes in-lesson activities and events across the school.	Term 2
Life Skills Lessons	Students learn about the world of work, CV writing and employment law in their Life Skills lessons. They all write a CV and application letter for a hypothetical role	Term 2
Careers Interview Experience Day	Students meet and are interviewed by an external employer to gain interview experience.	Term 3
University Visit	Starting in 2022, all Year 10 students will have day to visit a University, learn more about post-18 pathways and experience a mini-seminar	Term 3
Careers Talks	Each half term, students will have an online talk in registration with a representative from a range of industries. These are often led by our Old Girls network, and showcase women in leadership roles in a range of industries.	Half-termly
Subject-Led Careers Talks	Each half term, a different subject organises a lunch-time careers talk to explore careers related to their subject. Additionally, there is a programme of Careers in Law workshops, open to all students Years 10 – 13.	Half-termly
Personal Development Tracker	All students complete an online form to track their involvement in Personal Development opportunities, and then update their Unifrog profiles which are monitored by their form tutor, Head of Year and the careers team.	Termly

Year 11		
Activity	Outcome	Delivery Date
UNIFROG & Careers Registration programme	In Year 11 students continue to explore and are provided with information and guidance that will allow them to make informed choices about their post 16 options. They will have an understanding of how these may affect their post-18 options. This includes information and guidance on a variety of post 18 pathways, including University (including early entry) and degree level apprenticeships	All year
Connexions interviews	All students receive a 1-2-1 a tailored Careers Consultation with a careers guidance expert	Term 1
Post 16 Options	We host our sixth form open evening, and A-level taster sessions to support students to make informed choices. Students also have an Oxbridge assembly to introduce them to the application process.	Term 1 and 2
National Careers Week Activities	Students to take part in a week's celebration of linking education with the world of employment. This includes in-lesson activities and events across the school.	Term 2

Life Skills Lessons	Students learn about the world of work, CV writing and employment law in their Life Skills lessons. They all write a CV and application letter for a hypothetical role	Term 2
Careers Talks	Each half term, students will have an online talk in registration with a representative from a range of industries. These are often led by our Old Girls network, and showcase women in leadership roles in a range of industries.	Half-termly
Subject-Led Careers Talks	Each half term, a different subject organises a lunch-time careers talk to explore careers related to their subject. Additionally, there is a programme of Careers in Law workshops, open to all students Years 10 – 13.	Half-termly
Personal Development Tracker	All students complete an online form to track their involvement in Personal Development opportunities, and then update their Unifrog profiles which are monitored by their form tutor, Head of Year and the careers team.	Termly

Year 12		
Activity	Outcome	Delivery Date
Post-18 Options Programme	Through assemblies and registration time activities, students are provided with information and guidance that will allow them to make informed choices about their post 18 options, including University, apprenticeships, employment and gap years.	All year
Individual Careers Consultation	Students have access to tailored Careers Consultations either by self-referral or by referral from their teachers or tutor	All year
Early Entry Support	Students are supported to consider medicine, dentistry and Oxbridge applications through a fortnightly lunch club, a 'link teacher' and subject-based lunch clubs.	Term 2 onwards
National Careers Week Activities	Students to take part in a week's celebration of linking education with the world of employment. This includes in-lesson activities and events across the school.	Term 2
Work Experience	Students experience the work-place in a week-long work experience placement	Term 3
UCAS Launch Trip	Students attend the UCAS Launch Fair at Essex University	Term 3
Careers Talks	Each half term, students will have an online talk in registration with a representative from a range of industries. These are often led by our Old Girls network, and showcase women in leadership roles in a range of industries.	Half-termly
Subject-Led Careers Talks	Each half term, a different subject organises a lunch-time careers talk to explore careers related to their subject. Additionally, there is a programme of Careers in Law workshops, open to all students Years 10 – 13.	Half-termly
Personal Development Tracker	All students complete an online form to track their involvement in Personal Development opportunities, and then update their	Termly

	Unifrog profiles which are monitored by their form tutor, Head of Year and the careers team.	
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Year 13		
Activity	Outcome	Delivery Date
Post-18 Options Programme	Students are fully supported through the UCAS application process, including early entry. Students pursuing the apprenticeship route are fully supported by experts in this field.	All year
Individual Careers Consultation	Students have access to tailored Careers Consultations either by self-referral or by referral from their teachers or tutor	All year
Early Entry Support	An Oxbridge Admissions Event, ongoing work with link tutors, and mock interview practice continue to prepare Early Entry students.	Term 1
National Careers Week Activities	Students to take part in a week's celebration of linking education with the world of employment. This includes in-lesson activities and events across the school.	Term 2
Careers Talks	Each half term, students will have an online talk in registration with a representative from a range of industries. These are often led by our Old Girls network, and showcase women in leadership roles in a range of industries.	Half-termly
Subject-Led Careers Talks	Each half term, a different subject organises a lunch-time careers talk to explore careers related to their subject. Additionally, there is a programme of Careers in Law workshops, open to all students Years 10 – 13.	Half-termly
Personal Development Tracker	All students complete an online form to track their involvement in Personal Development opportunities, and then update their Unifrog profiles which are monitored by their form tutor, Head of Year and the careers team.	Termly

Appendix 2

Providers who have been invited into SHSG to date include:

BBC

Exeter University

Jaguar Land Rover

Janeus Henderson

Norton Rose Fullbright

South Essex College

Destinations of previous pupils from SHSG include:



